UNIVERSITY OF GUYANA
FACULTY OF EDUCATION AND HUMANITIES
DEPARTMENT OF LANGUAGE AND CULTURAL STUDIES
ENG 1203 – TECHNICAL COMMUNICATION

Rubric for Investigative Report/ Feasibility Study

Criteria	Maximum Score	Group Score
Prefatory Parts • Cover page • APA Title page • Letter/s of authorization (provided by lecturer) • Letter of acceptance • Transmittal letter • Table of Contents • List of Illustrations • Executive Summary	**5 marks**	
Introduction • Summarizes the problem that was investigated, the purpose, research questions/hypothesis, limitations, and methodology that guided the study. • Organizes this section into three paragraphs using appropriate transitional words and phrases; **OR** under three subheadings: Introduction, Purpose, Scope and Limitations, Sources and Methods.	**10 marks**	
Results/Findings • Presents and Uses appropriate visual aids to illustrate the findings. • Formats visual aids according to APA 7th edition.	**20 marks**	
• Discussion: analyzes the findings of the study in a clear and coherent manner. • Feasibility components (**TELOS**) are thoroughly articulated and logically justified	**25 marks**	
Conclusions and Recommendations • Draws conclusions based strictly on the information included in the report.	**10 marks**	

• Conclusions are logical, are not based on unproven premises, do not appeal to emotion, nor contain any other logical fallacies. • Makes recommendations based on logical analysis and sound conclusions. • Describes the steps needed for implementation**.**	**10 marks**	
References/Documentation • Information from sources is skillfully integrated with the student writer's prior knowledge, making the voice of the student visible and audible. • Demonstrates a clear understanding of the language and substance of the original source. • Observes **ALL** formatting conventions of APA 7th edition.	**6 marks**	
Appendices • Includes materials such as the Gantt Chart, questionnaire, interview consent letter, interview transcripts, qualitative data coding chart, and pictures/blueprints in the appendix. • Formats appendices according to APA 7th edition.	**4 marks**	
Organization of Investigative\Feasibility Report • Report is organized logically. There is good use of transitions and the document is easy to follow. The ideas and content are presented clearly; paragraphs are well developed. • Report is formatted in APA 7th edition – Times New Roman, size 12, 2.0 spacing etc.	**4marks**	
GRAMMAR & STYLE • The report demonstrates full communicative competence in Standard English with virtually no errors re sentence boundaries, forms of usage, spelling, punctuation and capitalization. • Precise language use; effective word choice and sentence structure; voice and tone are appropriate to the topic, purpose and audience.	**6 marks**	
Total	**100**	